

DEPARTMENT OF PUBLIC INSTRUCTION  
SUPPORT SERVICES  
STUDENT SERVICES

Records Retention and Disposition Schedule

The Records Retention and Disposition Schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that all the public records of the

STUDENT SERVICES

are listed herein and that they do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N. C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. **Public records including machine readable records not listed in this schedule are not authorized to be destroyed.** The

STUDENT SERVICES

agrees to destroy, transfer or dispose of records only in the manner and at the times specified herein. This schedule is to remain in effect for five years from the date of approval and will then be reviewed and updated.

APPROVAL RECOMMENDED

William W. Peek

William W. Peek, Chief Records Officer  
Department of Public Instruction

This schedule was modified to  
comply with the provisions of the  
General Schedule for State Agency Records,  
effective October 1, 2000  
Remaining items retain the  
original date shown below.

Odell Watson

Odell Watson, Director  
Division of Student Services

William S. Price, Jr.

William S. Price, Jr., Director  
Division of Archives and History

APPROVED

A. Craig Phillips

A. Craig Phillips, State Superintendent  
Department of Public Instruction

Patric Dorsey *(initials)*

Patric Dorsey, Secretary  
Department of Cultural Resources

April 30, 1987

Original signature sheet filed as superseded  
April 24, 1991, by DPI Assist. St. Super. Ror<sup>JH</sup>  
Program Services/Division of Student Services  
Series other than Director's Office retain this approval. 11/6h  
10/10/00

Department of Public Instruction

Support Services

Division of Student Services

School Counseling Section

Item 1475. SECTION CORRESPONDENCE FILE. Official copies of correspondence within agency and with each local education agency (LEA) and others concerning the administration of school counseling services throughout the state. File also includes memorandums and other related data.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

Item 3805. LOCAL EDUCATION AGENCY (LEA) MASTER PLANS FILE. Official copies of data concerning current master plans for guidance services for each LEA.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 3 year(s). Records will be held for agency in the State Records Center 3 additional years and then transferred to the custody of the Archives.

Item 3806. LOCAL EDUCATION AGENCY (LEA) MASTER PLAN CORRESPONDENCE FILE. Official copies of data concerning master plans for guidance programs at each LEA. File includes correspondence, visitation reports, evaluations, and other related data.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 3 year(s). Records will be held for agency in the State Records Center 5 additional years and then destroyed.

Department of Public Instruction

Support Services

Division of Student Services

School Psychology Section

Item 3807. LOCAL EDUCATION AGENCY (LEA) SCHOOL PSYCHOLOGISTS FILE. Official copies of data concerning school psychology activities at the local education agency (LEA) level. File includes correspondence, reports, publications, evaluations, and other related data.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 3 year(s). Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

Item 20021. PSYCHOLOGICAL TESTS FILE. Reference copies of data concerning psychological tests that either are currently used or may be used in the future by public schools in the state.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

Department of Public Instruction

Support Services

Division of Student Services

School Social Work Section

Item 1482. LOCAL EDUCATION AGENCY (LEA) FILE. Official copies of section correspondence with each LEA concerning school social programs.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 3 year(s). Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

Item 20030. CHILD ABUSE FILE. Official copies of data concerning child abuse. File concerns Child Abuse and Neglect Task Force, definitions of child abuse, National Center on Child Abuse and Neglect, Parents Anonymous, child abuse programs, accreditation, and other subjects. File includes correspondence, reports, publications, standards and guidelines, speeches, and other related data.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends, but within 5 year(s).